



## ***Open Recruitment***

### **EXECUTIVE SECRETARY** **Approx. \$64,265 - \$78,115 Annual Salary** *(Effective 07/01/08 pending Board approval)*

*Excellent Benefits, including  
District-paid 2% @ 55 CalPERS Retirement Plan*

Open: May 6, 2008   Close: May 22, 2008

The Bay Area Air Quality Management District (Air District) is currently recruiting for the position of Executive Secretary in the Executive Office. This is a full-time, non-exempt, confidential position.

The Executive Secretary, under direction, provides varied, complex and confidential secretarial and office administrative assistance to executive management staff; performs related work as assigned. A high level of professionalism and integrity are necessary to be successful in this position.

#### **EXAMPLES OF DUTIES FOR THIS POSITION**

- Using MS Word, composes and types correspondence and memoranda; reviews letters and other documents for compliance with established format, grammar, punctuation and sentence structure; checks documents and correspondence for compliance with standard office procedures.
- Researches, compiles, and organizes information for use by the Executive Office and Advisory Council relating to complex reports and special projects; prepares status reports and undertakes projects; uses MS Power Point to prepare presentations and MS Excel to track information and perform calculations.
- Works with the Board of Directors, Advisory Council, Hearing Board, Committees and Air District staff to plan and prepare agendas; oversees preparation and distribution of agendas and ensures packets are circulated, reviewed, and ready in final format for distribution; ensures critical deadlines are met by staff.
- Over the phone and in-person, interacts with appointed officials, Air District Board of Directors, executives from industry and local and national regulatory agencies, and members of the general public; provides information and resolves complaints which regularly require the use of tact, discretion, sound judgment and the interpretation and application of policies and procedures; handles confidential information and inquiries regarding personnel and controversial Air District matters and affairs.
- Makes appointments and arranges conferences and meetings; uses MS Outlook to maintain calendar and schedule appointments; prepares travel authorizations and travel expense reports and makes travel arrangements.

(Additional information on reverse-side – Also visit [www.baaqmd.gov](http://www.baaqmd.gov))

- Assists executive staff with routine administrative matters by following up on projects, transmitting information, tracking and organizing files and correspondence, and updating staff and others of events and activities.

### **MINIMUM QUALIFICATIONS**

Two (2) years of secretarial experience at a level equivalent to the Air District class of Administrative Secretary that includes providing office and administrative support to management staff.

A B.A. in English or a closely related field along with demonstrated ability to compose and edit letters and reports is highly desirable.

### **OTHER REQUIREMENTS**

Must possess a valid California driver's license and meet the automobile insurability requirements of the District. Must have the ability to type at the rate of 55 net words per minute from printed copy.

### **HOW TO APPLY**

Interested individuals must submit an official Air District application and a chronological resume to the Air District's Human Resources Office at 939 Ellis Street, 4<sup>th</sup> Floor, San Francisco, CA, 94109 by no later than **5:00 PM on Thursday, May 22, 2008**. For an application, please call the Human Resources Office at (415) 749-4980 or download the application from our website, [www.baaqmd.gov](http://www.baaqmd.gov). Postmarks, faxes, and E-mails will not be accepted. Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980. EOE

### **SELECTION CRITERIA**

Selection will be based upon a screening of the application and resume materials you submit. The most qualified applicants will be scheduled for a hiring interview, that will include a typing test (typing certificate okay), which may be supplemented by a work product exercise.

### **SALARY AND BENEFITS**

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District-paid family medical, dental and vision option
- ✓ 100% District-paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District-paid retirement (2% @ 55 formula)
- ✓ Deferred Compensation (457)
- ✓ Money Purchase Pension Plan (401a)
- ✓ Education reimbursement up to \$2500 per fiscal year
- ✓ Transit Subsidy up to \$184 per month
- ✓ 12-30 days of vacation leave per year depending on length of service
- ✓ 12 days of sick leave per year
- ✓ 13 paid holidays
- ✓ 36 hours of floating holiday per year
- ✓ Medical Care Reimbursement Account and Dependent Care Assistance Plan
- ✓ Every other Friday off